



Operation Stonegarden Award Monitoring

Disaster and Emergency Services Division
State Homeland Security Grant-OPSG

Award Name:			Project Monitor			
Award Number:						
Agency:			Quarter: (check one)			
			1	2	3	4
Contact Person:						
Contact Phone:			Monitoring date:			

File Completeness <i>(Does the file contain the following information?)</i>	Yes	No	In Progress or N/A	Notes
Application & Award				
1. Completed Application - Con Op				
2. Award Letter/Articles of Agreement				
3. Signed Obligating Document for Award				
4. OP Order (OO)- DHS Approved/ PAW (Price Act Waiver)				
Legal/Regulatory/Standards				
1. Procurement policy				
2. Procurement Documentation File				
3. Completed EHP with FEMA Approval (If Applicable)				
4. Non-Comingling				
5. Suspension and Debarment				
6. County Conflict of Interest Policy				
Equipment				
1. Equipment Inventory List of Equipment Purchased (under the grant)				
2. Equipment Marked Correctly				
Grant Reports				
1. Daily Activity Reports (DAR) uploaded to HSIN (within 48hrs)				
2. Accrual Form & Supporting documents: (Submitted to your DES Grant Coordinator by June 15 th each year)				
3. DHS Approved FRAGO(s)				
4. Reimbursement Claims: To be eligible, costs must be -				
• Verifiable through use of individual receipts and General Ledgers				
• Submitted within reasonable time frame				
• Specific (Type and Quantity) to the Scope of work presented in the application				
Project Completion and Closeout				
1. Was the Op Order followed?				
2. Closeout Letter				



Operation Stonegarden Award Monitoring

Disaster and Emergency Services Division
State Homeland Security Grant-OPSG

Records Retention	Yes	No
Are OPSG records, paper or electronic, stored in such a way as to protect against tampering?		
Are records retained for a minimum of not less than three years from the close of the grant period, or the most recent financial action, as appropriate, per accepted records retention policy? (<i>MT DES recommends 7 years</i>)		

Conclusion	Yes	No
Did Sub Recipient efforts indicate compliance with grant award guidelines and expectations?		

Notes:

OPSG Authorized Representative

Date completed:

MT DES Grant Program Manager

Date completed: